

CONFIDENTIAL

14 May 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report -- Week Ending
14 May 1976

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1. Hispanic Recruitment: Discussions were held during the week with Mr. [] Coordinator of the Hispanic Program, as a means of assessing our current efforts. The results of these discussions follow:

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a. Arrangements were made for Recruiter [] to accompany Mr. [] or his designee next week to contact Mr. Roberto Baquerizo, Spanish Education Development Center, Washington, D. C., for leads which he may be able to provide and to determine if there are qualified U. S. citizen Hispanics who may be interested in making application with us.

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b. The recommendation was made to delay, at least for the present, advertising in the Spanish edition of the Reader's Digest. It was pointed out that we currently have 48 full cases of Hispanic applicants introduced into the system by recruiters since February and some time is needed for the operating components to deal with this input. In addition, our recent success in Puerto Rico suggests an abundance of college-trained talent which would tend to limit the need for general media advertising aimed at Latin America at this time.

2. Summer Only Program: All but eight of the 211 Summer Only employees are scheduled to enter on duty. Notices will be sent out to Agency components advising them of which Summer Only employees will be assigned to their office or division.

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3. Classification Meeting: PMCD representatives attended a meeting of the Classification and Compensation Society at the CSC auditorium. The "New Supervisory Grade Evaluation Guide" was discussed by Mrs. Sue Scheig of the Bureau of Policies and Standards.

4. Fair Labor Standards Act: Work continues on development of the FLSA orientation program for presentation to OP and component personnel officers.

5. Regulations and Notices: We forwarded the following to Regulations Control Branch for coordination and publication:



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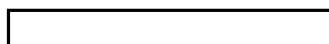


7. Car Pool Locator: In response to an employee suggestion, a sign is being added to the Car Pool Locator Board to advise employees where they can obtain information and schedules for the Metrobus system. Approval has been obtained from the Fine Arts Commission and the sign is being prepared for mounting.

8. EAA Ticket Sales: The most popular event of the year thus far in the EAA Ticket Office is the Elvis Presley show at the Capital Centre. In the past two days we sold 211 tickets for a total of \$2,505.

9. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:

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 -- Independent Contractor --
Office of Communications -- extension
through 30 June 1976.

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Coming Events:

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1. We will continue preparations for the OP Conference at [] in June.

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2. The May Skills Session will be "A Review of Develop-

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Staff Officers, will make the presentation. The session will be held on Wednesday, 19 May, from 9:30 to 11:30 a.m. in Room GA-13 Headquarters.

[]
F. W. M. Janney

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